CITY OF LAKE ELMO
COUNTY OF WASHINGTON
STATE OF MINNESOTA

ORDINANCE NO. 08-155

AN ORDINANCE ADOPTING A FEE SCHEDULE FOR THE CITY OF LAKE ELMO

The City Council of the City of Lake Elmo ordains:

SECTION I. Schedule Adopted. The attached fee schedule is hereby adopted.

SECTION II. Not Codified. This ordinance is transitory in nature and shall not be codified in the City Code. This ordinance and the fee schedule established hereby shall be placed on file and available for public inspection at City Hall.

SECTION III. Effect. The fees set out in the attached fee schedule apply notwithstanding any other fees the City has established which may be inconsistent. Any other fees imposed by the City which do not appear on the attached fee schedule remain in full force and effect.

SECTION IV. Effective Date. This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

SECTION V. Adoption Date. This Ordinance No. 08-155 was adopted on this 5th day of October, 2016, by a vote of 5 Ayes and 0 Nays.

LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

This Ordinance 08-155 was published on the 12th day of October, 2016.

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
~~Accessory Bldg forward of Primary Structure (§154.092)~~	~~$200.00~~		~~Planning~~
~~Administrative Citations~~			~~Administration~~
~~General Code Violations:~~			~~Administration~~
~~1st offense~~	~~$100.00 per violation~~		~~Administration~~
~~2nd offense within one year from the first citation~~	~~$200.00 per violation~~		~~Administration~~
~~3rd offense within one year from the first citation~~	~~$500.00 per violation~~		~~Administration~~
~~4th offense or subsequent offenses may be subject to criminal prosecution or any other legal remedy available to the City. An administrative citation may also be issued independently or concurrent to any other legal action taken by the City.~~			~~Administration~~
Building and Safety Code Violations:			~~Building~~
~~1st offense~~	~~$100.00 per violation~~		~~Building~~
~~2nd offense within one year from the first citation~~	~~$500.00 per violation~~		~~Building~~
~~3rd offense within one year from the first citation~~	~~$1000.00 per violation~~		~~Building~~
~~4th offense or subsequent offenses may be subject to criminal prosecution or any other legal remedy available to the City. An administrative citation may also be issued independently or concurrent to any other legal action taken by the City.~~			~~Building~~
Amateur Radio Antenna	$875.00		Planning
Appeal (to Board of Adjustment and Appeals)	$250.00		Administration
Bee Keeping Permit	$25.00	Valid for 2 years from issuance	Administration
Building Demolition			Administration
Residential	$200.00	Plus Surcharge (State Mandated)	Building
Commercial	$300.00		Building
Burning Permit			Fire
Residential	$45.00		Fire
Commercial	$80.00		Fire
Illegal Burn	see notes →	Additional fees may be incurred based on Wash. Cty. Chief's fee schedule and # of responding units	Fire
Chicken Keeping Permit	$25.00	Initial permit expires on 12/31 of 2nd year.	Administration
Comprehensive Plan Amendment	$1,300.00	Land Use Escrow $2,500	Planning
Conditional Use Permit (CUP)		Wireless Communication Facilities Fee Escrow $6,000.00. Flood Plain Ordinance Fee Escrow $500.00. Land Use Escrow $2,500	Planning
New	$1,050.00		Planning
Amended	$500.00		Planning
Contractor License Fees			Licensing

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Demolition	$50.00		Licensing
Driveway	$50.00		Licensing
Excavator	$50.00		Licensing
HVAC	$50.00		Licensing
Irrigation	$50.00		Licensing
Sewer/Water Line Installer	$50.00		Licensing
Sign Installer	$50.00		Licensing
Solid Waste Hauler	$120.00		Licensing
Copy Services (Paper/Electronic)			Administration
Copies (B&W)	$0.25 per page	100 pages or more are charged at actual cost of production	Administration
Copies (Color)	$0.50 per page	100 pages or more are charged at actual cost of production	Administration
Copies (B&W) 11x17	$1.00 per page	100 pages or more are charged at actual cost of production	Administration
Copies (Color) 11x17	$2.00 per page	100 pages or more are charged at actual cost of production	Administration
Data DVD Fee	$15.00		Administration
GIS Scaled Aerial	$25.00		Administration
Existing Maps	$5.00		Administration
Custom (Per Hour Rate)	$70.00		Administration
Plan Size Maps (Larger than 11x17)	$15.00		Administration
Development Standards Specs/Details	$55.00		Administration
Video reproduction	$10.00		Administration
Culverts in Developments with Rural Section	$160.00		Administration
Daycare Inspection Fee	~~60~~ $50	~~Plus Surcharge (State Mandated) Plus 1% of Value. Minimum $100.00~~	~~Fire~~ Building
Dog License- altered	$20.00		Licensing
Dog License- unaltered	$25.00		Licensing
Dog License- late fee	$2.50 per month	Maximum $10	Licensing
Service Dog License	No Charge		Licensing
Duplicate License or Tag	$1.00		Licensing
First Impound- Unlicensed Dog	$60.00	All Impound Fees plus $20/day Boarding Fee	Licensing
First Impound- Licensed Dog	$42.00		Licensing
First Impound- Cat	$42.00		Licensing
Subsequent dog/ cat impound	$85.00		Licensing
Driveway			Planning
Residential	$70.00		Planning

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Commercial	$160.00		Planning
Easement Encroachment	~~150~~ $100.00	Staff & Recording Fee	Planning
Electronic Fund Withdrawl/Bill Payment	Fee + Trans. Charge		Administration
Environmental Review (EAW/EIS)	$1,500.00		Planning
Village Area AUAR Fee	$230.00	Per REC Unit. To be charged to development applications that increase the number of REC units above existing conditions within the Village AUAR Area. The fee will be based on the difference between the proposed and existing REC units. Fee to be paid as part of a developer's agreement for larger projects or at the time a building permit is issued for smaller projects. Once paid, the same land will not be charged again.	Planning
Erosion Control			Building
Re-inspection Fee (portal to portal from City Hall: 1 Hr. min)	$50.00 per hour	$5,000.00 Security	Building
Excavating & Grading ≥ 50 cubic yards, up to 400 cubic yds	$125.00	Security $500.00	Building
Excavating & Grading ≥ 400 cubic yards/ acres of site area	$500.00	$500.00 fee escrow plus security $1,500.00 per acre with $1,500 minimum.	Engineering
False Alarms (12 Month Period)* *(*1-3 no charge)*			Fire
Residential			Fire
4-6 False Alarms	$110.00		Fire
In Excess of 6 False Alarms	$185.00		Fire
Commercial			Fire
4-6 False Alarms	$315.00		Fire
In Excess of 6 False Alarms	$520.00		Fire
Fire Alarm ~~Systems~~ Permit ~~(new or rework including low voltage systems)~~	~~1.2%~~ 2% of value	plus surcharge; Minimum $100	Building
Flood Plain District Delineation	$500.00		Planning
Fuel Tank Removal (Underground)	$250.00	Plus Surcharge (State Mandated)	Administration
Fuel Tank Install	2% of value of work	Minimum $100.00	Administration
HVAC			Building
Residential	$60.00/unit	Up to 3 units, max fee $180.00 plus Surcharge (State Mandated)	Building
Commercial	$60.00/unit	Up to 3 units or ~~1%~~ 1.5% of total valuation, whichever is greater. Plus Surcharge (State Mandated)	Building
Fireplace Permit	60.00/unit	Plus State Surcharge	Building
Interim Use Permit (IUP)			Planning

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Fee	$1,050.00	$2,500.00 escrow	Planning
Renewal	$300.00		Planning
~~Land Use Escrow~~	~~$2,500.00~~	~~Escrow Agreement~~	~~Planning~~
Liquor License			Licensing
Club On-Sale Intoxicating	$100.00		Licensing
On-Sale Intoxicating	$1,500.00		Licensing
Off-Sale Intoxicating	$200.00		Licensing
Off-Sale Non-Intoxicating	$150.00		Licensing
On-Sale Intoxicating- 2nd Building	$750.00		Licensing
On-Sale Non-Intoxicating	$100.00		Licensing
Investigation	$350.00		Licensing
On-Sale Sunday Intoxicating	$200.00		Licensing
Temporary Intoxicating	$25.00		Licensing
Wine	$300.00		Licensing
Lot Line Adjustment	$325.00	none	Planning
Manufactured Home Parks			Planning
~~Fee~~	~~$1,000.00~~		Planning
~~New~~	~~$1,200.00~~	Plus $2,500.00 Fee Escrow	Planning
Move home out of the city	$200.00	Plus Surcharge (State Mandated)	Building
Move home into the city	$200.00	Plus Surcharge (State Mandated)	Building
Annual License for retail sales of consumer fireworks	$100.00		Building
Massage Therapy Premises License			Licensing
Application Fee	$100.00	Fee includes one Therapist	Licensing
Investigation Fee	$100.00		Licensing
Massage Therapy Practitioner License			Licensing
Application Fee	$50.00		Licensing
Investigation Fee	$25.00		Licensing
Massage Therapy Premises License Renewal	$50.00	Fee includes one Therapist	Licensing
Massage Therapy Practitioner License Renewal	$25.00		Licensing
Massage Therapy License Amendment	$25.00		Licensing
Minor Subdivision	$525.00	$1,000 escrow	Planning
Moving House or Primary Structure into City	$520.00	Plus security w/amount to be determined by the City w/recommendation from building official	Administration
Moving Accessory Structure into City	$305.00	Plus security to be determined by the City w/recommendation from building official	Administration

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Other Inspections and Fees			Building
Inspection outside of business hours	$100.00 (2 Hr. Min.)		Building
Re-inspection Fees Assessed	$50.00 per hour		Building
Inspections with no fee assigned	$50.00 per hour		Building
Construction Escrow	~~$5,000~~ $2,000	Or determined by Building Official	Building
Construction Escrow Administrative Fee	$100.00		Building
Cancelled or Refunded Permits	$25.00		Building
Work without Permit	see notes	Investigative fee to equal permit fee	Building
Duplicate Inspection Card	$25.00		Building
Park Dedication			Planning
Residential - Up to three lots	$3,600.00 per lot	Four or more lots per §153.14	Planning
Commercial	$4,500.00 per acre		Planning
Parking Lots			Planning
New Commercial	$175.00	$500 Fee Escrow. Security $1,500.00 per acre with $1,500.00 minimum.	Planning
Existing Commercial	$200.00		Planning
Platting			
Sketch Plan Review (Subdivision)	$500.00	$3,500.00 Fee Escrow	Planning
Preliminary Plat (Subdivision)	$1,850.00	$10,000.00 Fee Escrow	Planning
Final Plat (Subdivision)	$1,250.00	$8,000.00 Fee Escrow	Planning
Concept Plan (OP Development)	$1,250.00	$5,000.00 (<100 units) Fee Escrow $7,500.00 (>100 units) Fee Escrow	Planning
Preliminary Plat Review (OP Development)	$1,850.00	$5,000.00 (<100 units) Fee Escrow $7,500.00 (>100 units) Fee Escrow	Planning
Final Plat (OP Development)	$1,250.00	$5,000.00 (<100 units) Fee Escrow $7,500.00 (>100 units) Fee Escrow	Planning
		(City will retain escrows to reimburse review costs for each stage of development review)	Planning
Planned Unit Development			Planning
General Concept Plan	$1,250.00	$7,500.00 Fee Escrow* (waive subdivision escrow)	Planning
Development Stage Plan	$1,850.00	~~$7,500.00 Fee Escrow~~ $10,000.00 Fee Escrow* (waive subdivision escrow)	Planning
Final Plan	$1,250.00	~~$7,500.00 Fee Escrow~~ $8,000.00 Fee Escrow* (waive subdivision escrow)	Planning
		(City will retain escrows to reimburse review costs for each stage of development review)	Planning
Plumbing			Administration

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Residential	$60.00/unit	Up to 3 units, max fee $180.00 plus Surcharge (State Mandated)	Building
Commercial	$60.00/unit	Up to 3 units or ~~1%~~ 1.5% of total valuation, whichever is greater. Plus Surcharge (State Mandated)	Building
~~Escrow Fee for Sewer Connection Permit~~		~~$500.00 Escrow~~	~~Building~~
Private Roads (Permitted only in AG zone)	$150.00		Planning
Restrictive Soils and Wetland Restoration Protection and Preservation Permit	$800.00	$1,500.00 Fee Escrow	Planning
Retaining Walls over 4'	$150.00	Plus State Surcharge	Building
Returned Check (NSF)	$25.00		Administration
Right-of-Way Permit			Engineering
Annual Registration	$200.00	$5,000.00 Security	Engineering
Excavation Permit	$275.00 + $.60/foot		Engineering
Joint Trench Permit (per lot per utility)	$275.00 + $.60/foot		Engineering
Obstruction Permit	$275.00		Engineering
Permit Extension	$100.00		Engineering
Delay Penalty (per calendar day)	$25.00		Engineering
Roofing			Building
Residential	see notes	Based on Value + state surcharge	Building
Commercial	see notes	Based on valuation + state surcharge	Building
SAC Charge (City) (Sewer Availability Charge)	$3,000.00	Per REC Unit: collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Engineering
SAC Charge (Met Council) (Sewer Availability Charge)	$2,485.00	Per REC Unit: $2,485.00 to Met Council at time of connection.	Engineering
Sewer Connection Charge	$1,000.00	Per REC Unit collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Engineering
Sewer Lateral Benefit Charge	$11,000.00	Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed	Engineering
Sewer Rate	$4.50/1,000 Gal		Administration
201 Off-Site Maintenance Fee	$75.00/unit/quarter		Administration
Real Estate Searches	$15.00/Search	For special assessment or utility search	Administration
Siding			Building
Residential	see notes	Based on Value + state surcharge	Building
Commercial	see notes	Based on valuation + state surcharge	Building
Signs - Permanent	$180.00		Planning

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Signs - Temporary	$75.00		Planning
Temporary Renewal	$25.00		Planning
Re-inspection Fee	$25.00		Planning
Special Event Permit	$75.00	City must be listed as additional insured	Planning
~~Sprinkler System (Inspection Fee)~~ Fire Suppression Permit	~~1.2%~~ 2% of value	plus state surcharge; Minimum $100	Building
Sprinkler System (Re-Inspection Fee)	$50.00		Building
Surface Water			Administration
Residential	$50.00		Administration
Non-Residential (Commercial etc.)	$50.00	Utility rate factor per code	Administration
Review Fee	$125.00	$75 Review/$50 Storm Water Fund	Administration
Vacations (Streets or Easements)			Planning
Easements	$515.00	$500.00 Fee Escrow	Planning
Streets	$515.00	$500.00 Fee Escrow	Planning
Variance	$750.00	$500.00 Fee Escrow	Planning
Shoreland Variance	$1,500.00	$500.00 Fee Escrow	Planning
Water Availability Charge (WAC)	$3,000.00	Per REC Unit; collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Engineering
Water Connection Charge	$1,000.00	Per REC Unit, collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Administration
Water Equipment/Set up			Administration
Meter (3/4" or less)	$350.00	Additional fees apply to larger sized meters	Administration
Driveway Curb Stop Lid	$100.00		Administration
Disconnect Service	$80.00		Administration
Reconnect Service	$80.00		Administration
Water Lateral Benefit Charge	$5,800.00	Per REC Unit connecting to a Trunk Water Main and that has never been assessed	Engineering
Water Usage			Administration
Residential - Quarterly Rate	$20.00 Base		Administration
Residential - Plus Rate per 1,000 Gallons			Administration
Plus Rate for 0-15,000 Gallons	$2.00		Administration
Plus Rate for 15,001-30,000 Gallons	$2.60		Administration
Plus Rate for 30,001-50,000 Gallons	$3.38		Administration
Plus Rate for 50,001-80,000 Gallons	$4.39		Administration
Plus Rate for 80,001 + Gallons	$5.71		Administration

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Water Usage			Administration
Commercial - Quarterly Rate	$25.00 Base		Administration
Commercial - Plus Rate Per 1,000 Gallons			Administration
Plus Rate for 0 - 15,000 Gallons	$3.11		Administration
Plus Rate for 15,001 - 30,000 Gallons	$3.26		Administration
Plus Rate for 30,001 - 50,000 Gallon	$3.77		Administration
Plus Rate for 50,001 - 80,000 Gallons	$5.00		Administration
Plus Rate for 80,001 + Gallons	$6.63		Administration
Water Usage		For metered non-irrigation (domestic) consumption	Administration
Hotel / Motel - Quarterly Rate	$25.00 Base		Administration
Hotel / Motel - Plus Rate Per 1,000 Gallons			Administration
Plus Rate for 0 -30,000 Gallons	$3.11		Administration
Plus Rate for 30,001 - 50,000 Gallons	$3.26		Administration
Plus Rate for 50,001 + Gallons	$4.00		Administration
Water Usage Delinquent Accounts			Administration
Regular	6% per quarter	Plus $25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Administration
Storm Water	10% per year	Plus $25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Administration
Bulk Water Purchase			Administration
Water from Hydrant	$100 minimum	Plus $3.26 per 1,000 gallons	Administration
Sod Installation (New Construction)	$100 minimum	Plus $3.26 per 1,000 gallons. Good for up to 45 days from sod install. Resident must contact city in advance.	Administration
Swimming Pool Fill	$100 minimum	Plus $3.26 per 1,000 gallons	Administration
Wind Generator	$850.00	$2,000.00 Fee Escrow	Planning
Wireless Communication Permit	$500.00	$6,000.00 Fee Escrow	Planning
Zoning Amendment (Text or Map)	$1,245.00	$2,500 escrow	Planning
Zoning Certification Letter	$25.00		Planning
Zoning Permit - Certificate of Zoning Compliance			Planning
Accessory Structures < 200 SF	$75.00		Planning
Fence (less than 6')	$75.00		Planning
Swimming Pool - above ground only	$75.00		Planning
Other	$75.00		
Definition of Terms			

** **Fee Escrow:** City will maintain a fee escrow to cover all City review costs. Application fees include all professional fees and expenses incurred by the City.*

THE CITY OF LAKE ELMO

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
** ***Security:*** *City will retain a security escrow to ensure completion of work as directed by the approved permit/application and compliance with the State Building Code and the City of Lake Elmo Municipal Code.*			
Updated 10.4.16			